

# POSITION DESCRIPTION *(Please Read Instructions on the Back)*

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation <i>(Show any positions replaced)</i> Standard MWR NAF PD								3. Service <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		1. Agency Position No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted <i>(Specify in Remarks)</i> <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code							
14. Agency Use NAF															
15. Classified/Graded by		Official Title of Position			Pay Plan	Occupational Code	Grade	Initials	Date						
a. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review		Laborer			NA	3502	02	SN	12-31-01						
d. First Level Review															
e. Recommended by Supervisor or Initiating Office															
16. Organizational Title of Position <i>(if different from official title)</i>					17. Name of Employee <i>(if vacant, specify)</i>										
18. Department, Agency, or Establishment					c. Third Subdivision										
a. First Subdivision					d. Fourth Subdivision										
b. Second Subdivision					e. Fifth Subdivision										
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.					Signature of Employee <i>(optional)</i>										
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that					this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.										
a. Typed Name and Title of Immediate Supervisor					b. Typed Name and Title of Higher-Level Supervisor or Manager <i>(optional)</i>										
Signature _____ Date _____					Signature _____ Date _____										
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					22. Position Classification Standards Used in Classifying/Grading Position  OPM FWS JGS for Laborer 3502, HRCD-2 Dec 96										
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.										
Signature _____ Date _____															
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date						
a. Employee <i>(optional)</i>															
b. Supervisor															
c. Classifier															
24. Remarks															
25. Description of Major Duties and Responsibilities <i>(See Attached)</i>															

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Laborer **POSITION NUMBER** 01-024A

**JOB SERIES:** 3502 **PAY LEVEL:** NA-2

**Summary of Duties:** Performs one or more of the following duties:

Loads and unloads heavy boxes, bulky supplies, and materials to and from trucks, dollies, etc. Moves heavy boxes or cartons by hand, hand-truck, or dolly. Opens crates and boxes using crowbars and cuts bands using shears. Stacks boxes and cartons where directed. Using a shovel, digs ditches where grading and sloping is not required. Fills holes with dirt and levels bumps and low places using shovel, hand tamper, and rake. Runs hand and powered (walking type) lawnmowers which do not require very heavy physical effort. Clears small trees and bushes using hatchet, handsaw, or clipper. Moves and arranges furniture as directed. May shovel snow sand or dirt from sidewalks. Collects and empties garbage cans, burns garbage and trash. Washes and waxes cars and trucks by hand or using powered buffer.

Performs other related duties as required.

**Skills and Knowledge:** Knowledge and skill sufficient to run lawnmowers and use hand buffers, hatchets, saws, hand and other tools requiring the same level of knowledge and skill. Knowledge and skill sufficient to read signs, follow simple oral and written instructions. Ability to work safely while moving light to heavy weight objects.

**Responsibility:** Works with specific oral and written instructions. Worker is called upon to use continual care, due to the nature of tools and equipment used, and the weight of objects handled. After receipt of instructions, worker may complete duties involving several distinct tasks or steps independently (e.g., washing and waxing a car; unloading supplies, moving them to specified locations and stacking them).

**Physical Effort:** Exerts moderately heavy physical effort in doing such tasks as occasionally lifting and carrying heavy objects (weighing about 50 lbs); frequently lifting and carrying moderately heavy objects weighing up to 40 lbs; frequently pushing heavy furniture, loaded carts, etc.

**Working Conditions:** Work may be performed outdoors, occasionally in bad weather, involving exposure to temperature extremes. Indoor working conditions may expose the worker to drafts, noise, dust and dirt and require standing on concrete floors for long periods. The tools, equipment, and heavy objects involved occasionally present chances of serious injury.